



Gladys B. Gaskins, Director of Human Resources

Stephanie Rawlings-Blake, Mayor

EXAMINATION FOR: PARK DISTRICT MANAGER

SALARY: \$40,000 – \$56,800 **GRADE:** 110

CLOSING DATE: Continuous Recruitment - November 19, 2010 is the last day to file an application.

POSITION: A Park District Manager directs the maintenance and cleaning of district in the municipal parks system. Employees work a conventional workweek and are on-call 24 hours a day, 7 days a week due to emergencies such as violent storms, fires, vandalism, and public disturbances.

The eligible list may be used to hire persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, each candidate must:

Have a valid Maryland Class C Noncommercial driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management;

AND

Have graduated from an accredited high school or possess a GED certificate;

AND

Have five years of experience in park maintenance work including two years of such supervisory responsibilities as disciplining, evaluating the performance of, and recommending the hiring, firing and promoting of others;

OR

Have an equivalent combination of relevant education and experience in park maintenance work including two years of such supervisory responsibilities as disciplining, evaluating the performance of, and recommending the hiring, firing and promoting of others.

Non-supervisory experience or education may not be substituted for the required supervisory experience.

NOTE: YOUR LICENSE MUST BE RECORDED ON YOUR APPLICATION AND WILL BE VERIFIED BY THE APPOINTING AUTHORITY. PROVISIONAL DRIVER'S LICENSES AND LEARNER'S PERMITS ARE NOT ACCEPTABLE.

NOTE: A Maryland Pesticides Applicator License is required within one year of employment.

SELECTION PROCESS: All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The license, training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

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KR/mb POSTED: 10/25/10

Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

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www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

PROBATION: All persons, including current City employees, selected from an eligible list resulting from this examination will be on probation for six months.

FOR YOUR CONVENIENCE: Applicants may also obtain and submit applications for this title at the following location:

Baltimore City Department of Recreation and Parks
3001 East Drive
Baltimore, Maryland 21217

CONTINUOUS RECRUITMENT: Vacancies may be filled at any time. Applications will be processed in the order in which they are received. Delay in filing your application may prevent you from being considered for vacancies.



Baltimore City
Department of Human Resources
201 East Baltimore Street
Suite 100
Baltimore, Maryland 21202